



Nonhlanhla Shabalala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any administrator job, i have four year of data capturing experience and i am a hard worker willing to learner and i like to expose myself in new challenges. I am very quick when capturing of any data, i was a data capturer for one of the biggest insurance companies, working with sales representatives doing a spreadsheet to be sent to head office for record, kept application form and keeping of client records as well, assisting client s with their policies over the phone. Computer skills, time management skills, long term insurance skills and i also have 120 credits and also have a certification for Financial and Administration services.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2011.10 iki 2015.03
Company name	Kestrel Insurance Brokers
You were working at:	Other jobs
Occupation	Data Capture
What you did at this job position?	capturing clients information

Education

Educational period	nuo 2008.01 iki 2008.12
Degree	Certificate
Educational institution	PC Training and Business College/Inseta
Educational qualification	Financial Services and Administration
I could work	for any Company

Languages

Language	Speaking level	Understanding level	Writing level
English	very good		very good

Computer knowledge

Microsoft office,excel,word

Conferences, seminars

Am currently studying towards my diploma in Financial Accounting

Recommendations

Contact person	Thobile Mazibuko
Occupation	Broker Support Clerk
Company	Assupollife
Telephone number	0313045060
Email address	thobilem@assupol.co.za

Additional information

Your hobbies	Watching Television Reading Running
Driver licenses	None
Salary you wish	7500.00 R per month
How much do you earn now	0.00 R per month